

# PEYTON FIRE PROTECTION DISTRICT

## Administrative Offices

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: 303-987-0835 · 800-741-3254  
Fax: 303-987-2032  
<https://peytonfpd.colorado.gov>

## NOTICE OF REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
David Rolenc	President	2027/May 2025
Clayton Miller	Vice President	2027/May 2027
Ryan Orness	Treasurer	2027/May 2025
Amy Turner	Secretary	2025/May 2025
Victoria Markowski	Asst. Secretary	2025/May 2025

DATE: October 10,2023 (Tuesday)

TIME: 6:30 p.m.

PLACE: **Physical Location**  
Peyton Fire Protection District  
13665 Railroad Street  
Peyton, CO 80831

**Zoom Meeting**  
<https://us02web.zoom.us/j/5469119353?pwd=SmtlcHJETFhCQUZEcVBBOGZVU3Fqdz09>

**Phone Number:** 1 (253) 215-8782

**Meeting ID:** 546 911 9353

**Passcode:** 912873

### I. ADMINISTRATIVE MATTERS

A. Pledge of Allegiance.

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B. Present Disclosures of Potential Conflicts of Interest.

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C. Approve Agenda, confirm location of the meeting and posting of meeting notices.

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D. Review and approve the Minutes of the September 12, 2023 Regular Meeting (enclosure).

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### II. PUBLIC COMMENT

A. \_\_\_\_\_

III. FINANCIAL MATTERS

- A. Review and ratify approval of the payment of claims as follows (enclosure):

Fund	Period Ending Sept 30, 2023
General	\$ 11,421.14
Debt	\$ -0-
Capital	\$ -0-
<b>Total</b>	<b>\$ 11,421.14</b>

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- B. Review and accept unaudited financial statements for the period ending September 30, 2023 (enclosure).

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- C. Discuss future funding ideas.
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IV. OFFICER REPORTS/ANNOUNCEMENTS

- A. Chief (to be distributed).
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1. Call Volumes.  

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2. Personnel Count.  

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3. Update on District Vehicles.  

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- B. Assistant Chief.
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- C. Captain.
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- D. President.
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- E. Vice President.
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- F. Treasurer.
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G. Secretary.

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H. Auxiliary Report.

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1. Discuss the events for the year.

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V. LEGAL MATTERS

A. Discuss the status of the Application for Exemption with El Paso County for Station #2.

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VI. OPERATIONS AND MAINTENANCE

A. Discuss Strategic Plan.

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B. Discuss status of grant funding opportunities.

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1. AFG Grant Update.

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2. Motorola Grant.

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3. DFPC Grant.

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C. Discuss opportunities for targeted community outreach and services for residents.

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VII. OTHER BUSINESS

A. \_\_\_\_\_

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VIII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY, NOVEMBER 14, 2023.**

# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD SEPTEMBER 12, 2023

A Regular Meeting of the Board of Directors of the Peyton Fire Protection District (referred to hereafter as “Board”) was held on Tuesday, the 12<sup>th</sup> day of September, 2023, at 6:30 p.m. at the Peyton Fire Protection District Fire Station, 13665 Railroad Street, Peyton, Colorado 80831 and was also held by conference call. The meeting was open to the public to join by either method.

### ATTENDANCE

#### Directors In Attendance Were:

David Rolenc  
Clayton Miller  
Ryan Orness  
Amy Turner

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Orness and, upon vote, unanimously carried, the absence of Director Markowski was excused.

#### Also In Attendance Were:

David Solin; Special District Management Services, Inc. (“SDMS”)

Oakley Revels; Assistant Chief

Firefighter Lt. Zoorob

Firefighter Markowski

### PLEDGE OF ALLEGIANCE

Pledge of Allegiance: Director Rolenc led the Board in reciting the Pledge of Allegiance.

### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Mr. Solin noted that conflicts were filed for applicable Directors at least 72-hours prior to the meeting. Mr. Solin also noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting. No conflicts were noted.

## RECORD OF PROCEEDINGS

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### ADMINISTRATIVE MATTERS

**Agenda:** Mr. Solin reviewed the proposed Agenda for the District's Regular Meeting.

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Orness and, upon vote, unanimously carried, the Agenda was approved, as presented.

**Meeting Location/Manner and Posting of Meeting Notice:** The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. The Board meeting was held via teleconference and at the physical location.

Mr. Solin reported that notice was duly posted and that no objections to the telephonic manner of the meeting or any requests that the telephonic manner of the meeting be changed by taxpaying electors within the District boundaries have been received.

**Minutes:** The Board reviewed Minutes from the August 8, 2023 Regular Meeting.

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Miller, and upon vote, unanimously carried, the Minutes of the August 8, 2023 Regular Meeting were approved, as presented.

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### PUBLIC COMMENT

There were no comments from the public.

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### FINANCIAL MATTERS

**Claims:** The Board considered ratifying the approval of the payment of claims as follows:

Fund	Period Ending August 31, 2023
General	\$ 10,305.55
Debt	\$ -0-
Capital	\$ -0-
<b>Total</b>	<b>\$ 10,305.55</b>

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Turner and, upon vote, unanimously carried, the Board ratified the approval of the payment of claims as presented.

**Financial Statements:** Mr. Solin reviewed with the Board the unaudited financial statements of the District for the period ending August 31, 2023.

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Turner and, upon vote, unanimously carried, the Board accepted the

## RECORD OF PROCEEDINGS

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unaudited financial statements of the District for the period ending August 31,2023.

**Future Financing Ideas:** The Board deferred this matter.

### **OFFICER REPORTS/ ANNOUNCEMENTS**

**Fire Chief:** There was no updates at this time.

**Monthly Call Volumes:** The Board deferred this matter.

**Personnel Count:** Assistant Chief Revels reported that there are currently Twelve (12) fire fighters including ten (10) full and two (2) on probationary status.

**District Vehicles:** Assistant Chief Revels reported that all vehicles are in service.

**Assistant Chief:** Assistant Chief Revels reported that there may need to be an increase in the fire fighter training budget for 2024.

**Captain:** There was no report at this time.

**President:** There was no report at this time.

**Vice President:** There was no report at this time.

**Treasurer:** There was no report at this time.

**Secretary:** There was no report at this time.

**Auxiliary Report:** There was no report at this time.

**Events for the Year:** The are no new events planned as of now.

### **LEGAL MATTERS**

**Application for Exemption with El Paso County for Station #2:** Mr. Solin presented to the Board the information provided by Attorney Reutzel. The application is ready for submission to El Paso County and is currently being reviewed by the counsel for the property owner.

### **OPERATIONS AND MAINTENANCE**

**Strategic Plan:** There was no update at this time.

**Grant Funding Opportunities:** The Board is waiting on the Motorola and DFPC grant.

**AFG-Grant Update:** Assistant Chief Revels is still working on the AFG Grant.

## RECORD OF PROCEEDINGS

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**Opportunities for Targeted Community Outreach and Services for Residents:** There was no update at this time.

### **OTHER BUSINESS**

**Receipt of Contribution:** Mr. Solin will ask the District accountant to prepare template for donations received by the District.

**Cistern at McLelland:** The Board and Assistant Chief Revels discussed the cistern at McLelland needing a hydrant marker. The Board also noted the existing hydrants need to be marked.

**Tree Farm at Log Road:** The Board discussed that there is a tree farm at Log Road being constructed and they will have two cisterns with a capacity of 20,000 gallons, plus three wellheads.

**Apex Ranch:** The Board discussed that in the Apex Ranch area there are 62 sites being planned for development. The Board noted that the community may need an additional cistern added. Mr. Solin will obtain the rules and regulations regarding cisterns and coordinate a response to the developer with Assistant Chief Revels and Attorney Reutzel.

### **ADJOURNMENT**

There being no further business to come before the Board at this time, upon motion duly made by Director Rolenc, seconded and by Director Turner, upon vote, unanimously carried, the meeting was adjourned at 5:06 pm.

Respectfully submitted,

By /s/ David Solin  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 12, 2023 MEETING MINUTES OF THE PEYTON FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
David Rolenc

\_\_\_\_\_  
Clayton Miller

\_\_\_\_\_  
Amy Turner

\_\_\_\_\_  
Victoria Markowski

**Peyton Fire Protection District  
September-23**

Vendor	Invoice #	Date	Due Date	Amount	Expense Account	Account Number
Airgas, Inc	5501285251	7/31/2023	8/30/2023	\$ 33.26	Medical Supplies	1708
Barnhart Pump Co.	21278	9/1/2023	9/1/2023	\$ 1,262.96	Bldg & Grounds - Maintenance	1722
Century Link	325B August 2023	8/10/2023	9/9/2023	\$ 262.87	Utilities	1730
Century Link	652810533	8/16/2023	9/15/2023	\$ 357.95	Utilities	1730
City of Colorado Springs	RAD2361	8/28/2023	9/27/2023	\$ 500.00	CO Spgs - Radio Fees	1716
Colorado Division of Fire	23-65643	8/21/2023	8/21/2023	\$ 30.00	Structural Fire Training	1709
Community First National Bank	63658 09.2023	9/1/2023	9/1/2023	\$ 1,416.76	Lease Purchase Principal Pmts	3810
Ed Glaser Propane, Inc	223950 August 2023	8/31/2023	8/31/2023	\$ 665.00	Utilities	1730
El Paso County Fleet Management Department	23020093- RI	8/31/2023	9/30/2023	\$ 300.66	Fuel	1714
Fairfield and Woods P.C.	258453	8/4/2023	8/4/2023	\$ 850.00	Legal	1675
John Deere Financial	July 2023 Stmt	8/14/2023	8/14/2023	\$ -	Station Supplies	1703
Mug-A-Bug, Inc	495571	8/17/2023	8/27/2023	\$ 94.00	Bldg & Grounds - Maintenance	1722
ROI Fire & Ballistics Equipment, Inc.	19654	8/24/2023	9/14/2023	\$ 1,278.00	PPE-Wildland Equipment	1700
Special Dist Management Svcs	Aug-23	8/31/2023	8/31/2023	\$ 1,784.60	Management	1680
Special Dist Management Svcs	Aug-23	8/31/2023	8/31/2023	\$ 2,347.60	Accounting	1612
Special Dist Management Svcs	Aug-23	8/31/2023	8/31/2023	\$ 7.98	Miscellaneous	1685
Stericycle, Inc	3006589191	9/1/2023	10/1/2023	\$ 229.50	Medical Supplies	1708
				\$ 11,421.14		



Peyton Fire Protection District

	September-23			
	General	Debt	Capital	Totals
Disbursements	\$ 11,421.14		\$	\$ 11,421.14
Visa Expenses		\$ -	\$ -	\$ -
<b>Total Disbursements from Checking Acct</b>	<b>\$ 11,421.14</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,421.14</b>